

## **FREQUENTLY ASKED QUESTIONS ABOUT GET PAYROLL DEDUCTION FOR EMPLOYERS**

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### **Why should I offer GET Payroll Deduction to my organization's employees?**

When you offer GET Payroll Deduction to your employees, you're playing a critical role in helping your employees plan for their children's and grandchildren's future college educations. In a recent survey, one in three parents said that saving for college was their top financial concern – even more important than saving for their own retirement.

### **Does it cost anything to offer GET Payroll Deduction?**

No. There is no cost to the employer or employee. Payroll deduction is a simple process that will take only a few minutes each payday. We will send you GET Program materials to distribute to your employees. GET staff also would be happy to make presentations to your employees at no cost to you.

### **What types of employers are offering GET Payroll Deduction to their employees?**

Public and private employers across Washington offer GET Payroll Deduction to their employees. Participating organizations range from large corporations and state agencies to small family-owned businesses and local governments. Some employers offer GET Payroll Deduction because their employees have requested it; others offer it because they want to help their employees save for their children's or grandchildren's future college costs. For a list of employers that currently offer GET Payroll Deduction, see the enclosed list or visit our Web site at [www.get.wa.gov](http://www.get.wa.gov)

### **How easy is it to offer GET Payroll Deduction?**

Setting up GET Payroll Deduction takes less than five minutes – and then only a few minutes every payroll cycle. Simply complete the enclosed Employer Payroll Deduction Establishment form and mail or fax it to the address at the bottom of the form.

Once we receive the form, it takes us only a few minutes to set up GET Payroll Deduction for your organization. When your employees open GET accounts, they submit the Payroll Deduction Authorization forms to your payroll staff (and a copy to us). Then on each payday, your organization submits one check to the GET Program, along with a list of your participating employees. Include their names, Social Security numbers, and GET account contributions.

Please mail your employees' contributions and the list to:  
GET Program, Payroll Deduction Program  
P.O. Box 24851, Seattle, WA 98124-6124.

### **Do I have to include my employees' Social Security numbers when I send our employee contributions to you?**

We recommend that you send some form of personal identification to ensure that your employees' payments are posted to the proper accounts. Please call us if your payroll system will not accommodate this approach or if you have any concerns.

### **Can I send my employees' payroll deductions via wire transfer?**

No, we're unable to accept the deductions via wire transfer at this time. However, we can receive your employees' contributions by either Electronic Funds Transfer or check.

### **When can my employees begin GET Payroll Deduction?**

If your employees have GET accounts, they can begin GET Payroll Deduction at any time. If they do not have GET accounts, they will need to open GET accounts during an annual enrollment period (September 15 and March 31).

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### **Can my employees stop GET Payroll Deduction whenever they choose?**

Yes, to stop GET Payroll Deduction, your employee simply completes a Payroll Deduction Authorization form, checks the "Inactivate" box at the top of the form, and then fills in the date when he or she wants to discontinue payroll deduction. The employee then submits the completed form to your payroll office and a copy of the form to the GET Program.

### **What happens to an employee's payroll deduction when he or she leaves our organization?**

Before leaving your organization, the employee simply completes a Payroll Deduction Authorization form to inactivate payroll deduction and tells your payroll office to stop making contributions in his or her name. However, inactivating payroll deduction and leaving your employment do not mean the employee has to cancel his or her GET account. The employee can continue to contribute to his or her GET account by check, money order, or automatic withdrawal from a bank or credit union account.

### **Are contributions to GET Payroll Deduction pre-tax?**

No, GET payroll deduction contributions are after-tax deductions, as required under Section 529 of the Internal Revenue Code. However, the earnings on GET accounts are tax-exempt as long as the money is used for tuition, room and board, books and other qualified college expenses.

### **For more information about GET Payroll Deduction, contact:**

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